

## Subsidized Guardianship

The Subsidized Guardianship (SG) functionality in eWiSACWIS tracks children that are a part of the IV-E Waiver program. These children are currently a part of a family case and are placed in an out of home placement with a relative. Once the decision has been made to place the child in a Subsidized Guardianship placement, the child is deactivated from the biological family case for reason of 'SG' similar to how a child is deactivated from a case for reason of 'TPR'. Once a child is deactivated, the overnight batch will end the current Out of Home placement in the family case and will create a Subsidized Guardianship type of In-Home Service in the SG case. The following eWiSACWIS modifications support the Subsidized Guardianship program and the creation of the SG Case.

1. Use the existing CPS Family case.
2. Create a Subsidized Guardianship Agreement for the child via Create > Placement > Subsidized Guardianship Agreement.

The screenshot shows the 'Agreements and Notices' window in Microsoft Internet Explorer, provided by DHFS - State of Wisconsin. The eWiSACWIS logo is at the top left, and navigation links (Print, Spell Check, Help) are at the top right. The form is titled 'Agreement Information' and contains the following fields:

|                               |                                      |                          |            |
|-------------------------------|--------------------------------------|--------------------------|------------|
| Case Participant:             | SubGuard, Andy                       | Date of Agreement:       | 02/01/2005 |
| Agreement Type:               | Subsidized Guardianship Agreement    | Estimated End Date:      | 00/00/0000 |
| Service Category:             | [Dropdown]                           | Agreement End Date:      | 00/00/0000 |
| Service Type:                 | [Dropdown]                           | <b>Agreement Amount:</b> | \$325.00   |
| <b>Adoption Subsidy Type:</b> | [Dropdown]                           | Effective Date of Amend: | 00/00/0000 |
| Provider Name:                | Kathy Kellogg <a href="#">Search</a> | Additional \$ per month: | \$0.00     |
| Subsequent Guardian:          | Mary Kellogg                         | Amended Amount:          |            |

☐ Agreement Concluded

**Parent(s)**

Parent 1: [Dropdown]  
Parent 2: [Dropdown]

**Original Agreement Information**

|             |                           |                      |        |
|-------------|---------------------------|----------------------|--------|
| Physical:   | 0 Points - Not Identified | Child Specific Rate: | \$0.00 |
| Emotional:  | 0 Points - Not Identified | Child Basic Rate:    | \$0.00 |
| Behavioral: | 0 Points - Not Identified | Exceptional Amounts: | \$0.00 |

Options: [Dropdown] [Go](#)

[Save](#) [Close](#)

3. Complete the required fields, search out the relative provider, type the name of the Subsequent Guardian in the Subsequent Guardian field (if applicable), and approve the agreement via Options > Approval. The Subsidized Guardianship Agreement requires a level two approval. \*Note: The TPR-copy batch will use the agreement information to setup the effective date, provider, and payment amount in the SG case.
4. Create pieces of work surrounding the SG case: Legal Action, Legal Status, Court Documents, etc...

5. Create a program assignment of 'Subsidized Guardianship' for the child via Utilities > Program Assignment. (Note: the program assignment must be either 'Exempt' or 'Experimental' in order to deactivate the child for reason of 'Subsidized Guardianship'.) The 'Control' group children will remain in the family case.

Program Assignment - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child's Last Name: SubGuard Child's First Name: Andy Search  
Child's Person ID: 9221917 DOB: 02/01/2003

**Program Assignment**

| Program                 | Group        | Case                 | Begin Date | Estimated End Date | End Date   |        |
|-------------------------|--------------|----------------------|------------|--------------------|------------|--------|
| Subsidized Guardianship | Experimental | 9221289 - CPS Family | 02/01/2005 | 02/01/2010         | 00/00/0000 | Delete |

Options:

Done Local intranet

- On the case outliner, click on the appropriate case name for the child who is to be deactivated for Subsidized Guardianship. This will open the Maintain Case page. Open the Maintain Case page and verify that the child has a 'Y' hyperlink in the 'Prg' (Program) Column.

Maintain Case - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Case**

Last/Provider: SubGuard Number: 9221289 Status: Open

First: Mom Initial:  Open Date: 02/24/2005

**Participants** Address Collaterals Closing History

**Basic**

Case Type: CPS Family Description: Single Female ☐ Restricted Case

County: Milwaukee Site/Region: Milwaukee-Site 1

Number of Household Members:  CARES Case Number:  County Case Number:

**Participants**

| Name                               | Hshld | Status | DOB        | Gender | Relationship     | Legal                          | Prg               |   |
|------------------------------------|-------|--------|------------|--------|------------------|--------------------------------|-------------------|---|
| <a href="#">SubGuard_Andy</a>      | U     | Active | 02/01/2003 | Male   | Biological Child | Guard. to Relative/C: (48.977) | <a href="#">Y</a> | <a href="#">DeActivate</a> <a href="#">Remove</a> |
| <a href="#">SubGuard_ChildFour</a> | U     | Active | 02/01/2002 | Female | Biological Child | None                           | N                 | <a href="#">DeActivate</a> <a href="#">Remove</a> |
| <a href="#">SubGuard_ChildOne</a>  | N     | (SG)   | 02/01/2004 | Female | Biological Child | None                           | <a href="#">Y</a> |   |

Insert

Options:  [Go](#) [Save](#) [Close](#)

Done Local intranet

7. Select the 'Y' hyperlink and verify that the Child's Program Assignment page launches in 'read-only' mode.

Program Assignment -- Web Page Dialog

eWiSACWIS

Print Spell Check Help

**Child Information**

Child's Last Name: SubGuard Child's First Name: Andy  
Child's Person ID: 9221917 DOB: 02/01/2003

**Program Assignment**

| Program                 | Group        | Case                 | Begin Date | Estimated End Date | End Date |
|-------------------------|--------------|----------------------|------------|--------------------|----------|
| Subsidized Guardianship | Experimental | 9221289 - CPS Family | 02/01/2005 | 02/01/2010         |          |

Options:  Go

Insert Save Close

8. Return to the Maintain Case page and select the De-Activate link for the child who is to be deactivated for Subsidized Guardianship.

9. On the Participant Status page, select 'Subsidized Guardianship' in the Reason field. The Effective Date field will populate with the date entered in the Date of Agreement field on the Subsidized Agreement. \*Note: this date will be the Begin Date for the SG In-Home Service.

**Participant Status -- Web Page Dialog**

**eWiSACWIS** Print Spell Check ABC Help ?

**Participant Status**

Action Requested: DeActivate  
 Name: SubGuard, Andy  
 Worker: Caitlin Cake  
 Reason: Subsidized Guardianship  
 Date: 02/25/2005  
 Effective Date: 02/01/2005

**New SG Case**

Case Type: Subsidized Guardianship  
 Description:  
 County: Milwaukee  
 Site/Region: Milwaukee-Site 1

**Participant History**

| Status | Effective Date | Reason | Worker       |
|--------|----------------|--------|--------------|
| Active | 02/25/2005     |        | Cake,Caitlin |

DeActivate Remove  
 DeActivate Remove  
 Insert

Options: Go Save Close

Done Local intranet

10. On the New SG Case group box, the case type, county, and site /region will pre-fill from the Maintain Case page. The description is a drop down value list that the user will need to select. Once you have verified all information is accurate, click Save.
11. Selecting 'Save' processes edits in order to ensure the system has the necessary information to create the SG In-Home Service. In order to get this information, the system processes the following online edits.
  - Edit 1: (ensures that the system pulls the SG provider and possibly the payment amount)
    - The system verifies the child and case have an approved Subsidized Guardianship Agreement. If the agreement is missing, the following error message will display: 'The child's original case is missing a Subsidized Guardianship Agreement, please create/approve a Subsidized Guardianship Agreement for this child prior to deactivating the child for reason of Subsidized Guardianship.'

- Edit 2: (ensures the system can setup the In-home service)
    - The system verifies that the relative provider identified on the SG Agreement has SG Service Types. If the provider does not have the SG service types, the following error message will display: 'The Subsidized Guardianship provider is missing SG Service Types. Please setup the provider with the SG service types.'
  - Edit 3: (ensures that AFCARS errors can be corrected)
    - The system verifies that the child does not have any AFCARS/Foster Care ticklers. If the child has AFCARS ticklers, the following error message is displayed: 'An AFCARS/Foster Care tickler exists for this child. Please correct the tickler prior to deactivating the child for reason of Subsidized Guardianship.'
  - Edit 4: (ensures the Benefits Payment and Payment Based Days of Care reports have accurate SG program group information)
    - The system checks for a current Subsidized Guardianship program group. If one does not exist, the system will display the following error message, 'The child is missing a Subsidized Guardianship program group; please assign the child to a Subsidized Guardianship program prior to deactivating the child for reason of Subsidized Guardianship.'
12. Once the worker selects the Save button there are no system edits, the following pop up message will appear: 'Deactivation of a participant with the reason of SG will result in the creation of a new case and any open placements for the child will be copied over by the batch. Continue?' Click the yes button if you want to continue with the SG process.

The screenshot shows the eWiSACWIS web application interface. The main window is titled "Participant Status -- Web Page Dialog". It contains two main sections: "Participant Status" and "New SG Case".

**Participant Status Section:**

- Action Requested: DeActivate
- Name: SubGuard, Andy
- Worker: Caitlin Cake
- Reason: Subsidized Guardianship (dropdown menu)
- Date: 02/25/2005
- Effective Date: 02/01/2005

**New SG Case Section:**

- Case Type: Subsidized Guardianship (dropdown menu)
- Description: Single Male (dropdown menu)
- County: Milwaukee (dropdown menu)
- Site/Region: Milwaukee-Site 1 (dropdown menu)

**Participant History Section:**

| Status | Effective Date | Reason | Worker |
|--------|----------------|--------|--------|
| Active | 02/25/2005     |        |        |

A confirmation dialog box is displayed in the foreground, titled "eWiSACWIS -- Web Page Dialog". It contains the text: "De-activation of Participant with reason 'Subsidized Guardianship' will result in the creation of a new Case. Continue?". There are "Yes" and "No" buttons at the bottom of the dialog.

At the bottom of the main window, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

13. Selecting Yes to the above question will automatically create a new case for the child who has been deactivated and immediately displays the Maintain Case page for the new case in read-only mode. The SG case will automatically be assigned to the State Subsidized Guardianship Default Worker as soon as the above steps are completed. The child's new case will not appear on the desktop of the worker that deactivated the child for reason of 'Subsidized Guardianship'. The information specific to the child in the family case will be copied over to the child's SG case through overnight batch processing. The batch ends the Out-of-Home Placement in the family case and creates an In-Home Service with SG Service Types in the SG case. The batch ends the Foster Care Eligibility record in the family case and creates an Adoption Eligibility record in the SG case.

**Maintain Case -- Web Page Dialog**

**eWiSACWIS** Print Spell Check Help

**Case**

Last/Provider: SubGuard Number: 9221297 Status: Open

First: Andy Initial: Open Date: 02/01/2005

**Participants** Address Collaterals Closing History

**Basic**

Case Type: Subsidized Guardianship Description: Single Male ☐ Restricted Case

County: Milwaukee Site/Region: Milwaukee-Site 1

Number of Household Members: CARES Case Number: County Case Number:

**Participants**

| Name          | Hshld | Status | DOB        | Gender | Relationship     | Legal | Prg |
|---------------|-------|--------|------------|--------|------------------|-------|-----|
| SubGuard_Andy | U     | Active | 02/01/2003 | Male   | Reference Person | None  | Y   |

Options: Go

Insert Save Close

14. Once the SG case is closed, the 'Reactivate' link will reappear in the family case. The child's status will change to 'Active' which will allow workers to create casework for the child again in the family case.